Position Title	:	Two (2) Administrative Officer II
Place of Assignment	:	Career Progression and Specialization Program (CPSP) - Credit Accumulation and Transfer System (CATS) PRC-PICC Office 3/F, Secretariat Bldg. Philippine International Convention Center (PICC) Vicente Sotto St., Pasay City

Qualifications

Education	:	Bachelor's degree relevant to the job
Experience	:	None required
Training	:	None required
Eligibility	:	Career Service (Professional) Second Level Eligibility
Others	:	Computer literate; With good communication skills and proficient in writing; Proactive, detail oriented; Must have strong organizational and multi-tasking skills.

Job Description
1. Assist in the development and implementation of the Career Progression and Specialization Programs (CPSP)
2. Provide logistical and administrative assistance to the CPSP-CATS Committees in the preparation and conduct of meetings, consultations and related activities;
3. Prepare correspondences, meeting briefs, records of discussions, reports, and other necessary documents;
4. Coordinate with Regional Offices, stakeholders in the conduct of related CPSP-CATS activities;
5. Process applications relevant to the CPSP;
6. Record and manage the calendar of activities;
7. Keep and maintain all pertinent records;
8. Perform other related functions.

Salary

Equivalent to Salary Grade 11 or Php30,024.00/month

Mode of Employment

Job Order Worker

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

- Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **18 MAY 2025** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO III)
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com